

**Local Government (Miscellaneous Provisions) Act 1982**

**Application for Administrative Changes of Registration**

**Is this application for the change of:**

- PREMISES** Change  
 **PERSONAL** Change

**Applicant Details:**

Mr  Mrs  Miss  Ms  Other, Please Specify

Full Name:

Residential Address:

Postcode:

Contact number:

Email address:

**Previous Premises Details:**

Registration number:

Name of Business:

Address:

Postcode:

**New Premises Details**

New Name of Premises:

Telephone Number:

Email Address:

**Previous Personal Details**

**Current Registration number:**

Previous Name if Applicable:

**New Personal Details**

Mr  Mrs  Miss  Ms  Other, Please Specify

First names:

Surname:

Known as:

Residential Address:

Postcode:

Telephone Number:

Email Address:

**Has the proprietor/person ever been convicted of an offence under Section 16 of the Act?**

- Yes
- No

If yes, please provide details of the offence, including court date:

**Declaration:**

The information contained in this form is true and accurate to the best of my knowledge and belief. I understand that if I make a material statement knowing it to be false, or if I recklessly make a material statement which is false, I will be committing an offence under Local Government Miscellaneous Provisions Act 1982, for which I may be prosecuted, and if convicted, fined.

I understand that the purpose of the sharing of this data is to form a full assessment of my suitability to be registered. I also understand that the sharing of information about me may extend to sensitive personal data, such as data about any previous criminal offences. Some details will also be displayed on a public register, as required by the Local Government Miscellaneous Provisions Act 1982.

**Signed:****Print:****Position:****Date:****Fees** **Admin Fee - £10.50****I enclose a total fee of £****Please tick to confirm you have read and understood the statements below.** **GDPR Data Protection Regulation 2016/679/ Data Protection Act 2018**

For further information about what to expect when we use your personal information please refer to the Council's Privacy and Cookies Notice which can be viewed on our website here:

<https://www.wolverhampton.gov.uk/your-council/our-website/privacy-and-cookies-notice>

 **Licensing Services will be notified of any changes within 14 days by completing an Administrative Change of Registration Application.**

## **Guidance Notes**

### **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**

#### **SECTION 14: ACUPUNCTURE**

1. A person shall not in any area in which this section is in force carry on the practice of acupuncture unless he is registered by the Local Authority for the area under this section.
2. A person shall only carry on the practice of acupuncture in any area in which this section is in force in premises registered by the Local Authority for the area under this section; but a person who is registered under this section does not contravene this subsection merely because he sometimes visits people to give them treatment at their request.
3. Subject to Section 16(8) (b), on application for registration under this section, Local Authority shall register the applicant and the premises where he desires to practice and shall issue to the applicant a certificate of registration.
4. An application for registration under this section shall be accompanied by such as the Local Authority may reasonably require.
5. The particulars that the Local Authority may require include, without prejudice to the generality of subsection (4) above: -
  - (a) particulars as to the premises where the applicant desires to practice; and
  - (b) particulars of any conviction of the applicant under Section 16 of the Actbut do not include information about individual people to whom the applicant has given treatment.
6. A Local Authority may charge such reasonable fees as they may determine for registration under this section.
7. A Local Authority may make bylaws for the purpose of securing: -
  - (a) the cleanliness of premises registered under this section and fittings in such premises;
  - (b) the cleanliness of persons so registered and persons assisting persons so registered in their practice;
  - (c) the cleansing so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the practice of acupuncture.
8. Nothing in this section shall extend to the practice of acupuncture by or under the supervision of a person who is registered as a medical practitioner or a dentist or to premises on which the practice of acupuncture is carried on by or under the supervision of such a person.

## **SECTION 15: TATTOOING, SEMI-PERMANENT SKIN COLOURING, COSMETIC PIERCING AND ELECTROLYSIS**

1. A person shall not in any area in which this section is in force carry on the business
  - (a) of tattooing;
  - (aa) of semi-permanent skin colouring
  - (b) of cosmetic piercing; or
  - (c) of electrolysisunless he is registered by the Local Authority for the area under this section.
2. A person shall only carry on a business mentioned in subsection (1) above in any area in which this section is in force in premises registered under this section for the carrying on of that business; but a person who carries on the business of tattooing, semi-permanent skin colouring, cosmetic piercing or electrolysis and is registered under this section as carrying on that business does not contravene this subsection merely because he sometimes visits people at their request to tattoo them or, as the case may be, to carry out semi-permanent skin colouring on them, pierce their bodies or give them electrolysis.
3. Subject to section 16(8) (b), on application for registration under this section, a local authority shall register the applicant and the premises where he desires to practice and shall issue to the applicant a certificate of registration.
4. An application for registration under this section shall be accompanied by such particulars as the local authority may reasonably require.
5. The particulars that the local authority may require include, without prejudice to the generality of subsection (4) above: -
  - (a) particulars as to the premises where the applicant desires to carry on his business; and
  - (b) particulars of any conviction of the applicant under section 16 belowbut do not include information about individual people whom the applicant has tattooed or given electrolysis or whose bodies he has pierced or on whom he has carried out semi-permanent skin colouring.
6. A local authority may charge such reasonable fees as they may determine for registration under this section.
7. A local authority may make bylaws for the purpose of securing: -
  - (a) the cleanliness of premises registered under this section and fittings in such premises;
  - (b) the cleanliness of persons so registered and persons assisting persons so registered in the business in respect of which they are registered;
  - (c) the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with a business in respect of which a person is registered under this section.
8. Nothing in this section shall extend to the carrying on of a business such as is mentioned in subsection (1) above by or under the supervision of a person who is registered as a medical practitioner or to premises on which any business is carried on by or under the supervision of such a person.
9. In this section “semi-permanent skin colouring” means the insertion of semi-permanent colouring into a person’s skin.

## **SECTION 16: PROVISIONS SUPPLEMENTARY TO SECTIONS 14 AND 15**

1. Any person who contravenes
  - (a) section 14(1) or (2) of the Act; or
  - (b) section 15(1) or (2) of the Act,shall be guilty of an offence and liable on summary conviction to a fine not exceeding £200.
2. Any person who contravenes a byelaw made
  - (a) under Section 14 | (7) of the Act; or
  - (b) under Section 15(7) of the Actshall be guilty of an offence and liable on summary conviction to a fine not exceeding £200.
3. If a person registered under section 14 above is found guilty of an offence under subsection 2(a) above, the court, instead of or in addition to imposing a fine under subsection (2) above, may order the suspension or cancellation of his registration.
4. If a person registered under section 15 above is found guilty of an offence under subsection 2(b) above, the court, instead of or in addition to imposing a fine under subsection (2) above, may order the suspension or cancellation of his registration.
5. A court which orders the suspension or cancellation of a registration by virtue of subsection (3) or (4) above may also order the suspension or cancellation of any registration under section 14 or, as the case may be, 15 of the Act, of the premises in which the offence was committed, if they are occupied by the person found guilty of the offence.
6. Subject to subsection (7) below, a court ordering the suspension or cancellation of registration by virtue of subsection (3) or (4) above may suspend the operation of the order until the expiration of the period prescribed by Crown Court Rules for giving notice of appeal to the Crown Court.
7. If notice of appeal is given within the period so prescribed, an order under subsection (3) or (4) above shall be suspended until the appeal is finally determined or abandoned.
8. Where the registration of any person under section 14 or 15 of the Act is cancelled by order of the Court under this section
  - (a) he shall within 7 days deliver up to the local authority the cancelled certificate of registration, and, if he fails to do so, he shall be guilty of an offence and liable on summary conviction to a fine not exceeding £50 and thereafter to a daily fine not exceeding £5; and
  - (b) he shall not again be registered with the local authority under section 14 or, as the case may be, 15 of the Act except with the consent of the magistrates' court which convicted him.
9. A person registered under this Part of the Act shall keep a copy
  - (a) of any certificate or registration issued to him under this Part of this Act; and
  - (b) of any byelaws under this Part of the Act relating to the practice or business in respect of which he is so registered, prominently displayed at the place where he carries on that practice or business.
10. A person who contravenes subsection (9) above shall be guilty of an offence and liable on summary conviction to a fine not exceeding £50.
11. It shall be a defence for a person charged with an offence under subsection (1), (2), (8) or (10) above to prove that he took all reasonable precautions and exercised all due diligence to avoid commission of the offence.
12. Nothing in this Part of this Act applies to anything done to an animal.